

Marriage License Application Procedure – U.S. Virgin Islands

Requirements

- If you wish to be legally married in the US Virgin Islands, you must obtain a USVI Marriage License.
- No physical examination or blood test is required.
- There is no length of stay requirement, but your license applications must have reached the courthouse at least 8 days prior to the wedding date. **We recommend sending them in 30 days prior.**
- There are two forms needed - the Application for Marriage License & License and Certificate of Marriage. PLEASE follow these instructions carefully as the Superior Court is very strict about the exactness of the forms. Both forms should be typed, or printed in very neat black ink. Forms that do not comply with instructions may not be accepted, and there is a \$30 fee for the re-typing of a license.
- There is a \$200 Fee that must be submitted with applications (\$100 application fee, \$100 license fee)
- Please include an informal note with the following information: your phone number, the day you plan on picking up the license, your wedding date and location.

I. APPLICATION FOR MARRIAGE LICENSE – [CLICK HERE](#) to download

- Under "Permanent Residence" and "Usual Residence", please provide your complete physical address with zip code.
- Do not use any abbreviations, abbreviations for states are not accepted.
- Previous marital status refers to that of the individuals applying for a license.
- This form must be signed by each of you in the presence of the Clerk, so leave this field blank.
- The lines "License issued this...", "Filed this..." and "By Deputy Clerk" are to be left blank

II. LICENSE AND CERTIFICATE OF MARRIAGE – [CLICK HERE](#) to download

- Lines 1-14 and 27-30 are to be filled out with information about you and your fiancé.
- Please note on lines 4a and 11a the CITY AND STATE must be spelled out and is required.
- Please note on lines 4b and 11b the month must be spelled out.
- Please TYPE or Print neatly and do not use any abbreviations.
- The complete street address, city and zip code are required on lines 3a and 10a.
- The form must be signed by each of you in the presence of the Clerk, so leave this field blank.

III. IN CASE OF DISSOLUTION OF PRIOR MARRIAGE

- If either applicant has had a prior marriage, the court requires a certified divorce decree. This must be an original certified copy, with a judge's signature and a raised seal or stamp. The divorce must be final 30 days prior to the application date. The Superior Court will keep the decree, so if you do not wish to give up your original, you can order another certified decree by contacting the court that issued it.
- If either applicant has been widowed, an original certified copy of the death certificate must be attached.

Please send both forms, certified decrees if applicable, your informal note, along with a **\$200 Money Order** or **Certified Check** (\$100 application fee + \$100 license fee) made out to the Superior Court, by Priority Mail - get tracking but not signature confirmation (no one will be there to sign and it may come back to you).

Superior Court of the Virgin Islands
P.O. Box 70
St. Thomas, USVI 00804

If you are cutting it close to the 8 day minimum and want to send it Express or Fed Express then use the address below. You can get tracking and/or signature confirmation.

Superior Court of the Virgin Islands
Attn: Marriage License Application
5400 Veterans Drive
St. Thomas, USVI 00802

What to do Next

A few days after you mail the package, call 340-774-6680 (ask for marriage license department), to verify that your paperwork has arrived. To get better service, always start your phone conversation with "good morning" or "good afternoon" - this is a local custom that you will find useful on St. Thomas before handling any business (i.e. talking to a local sales clerk, ordering a burger, getting into a taxi). You will be given a reference number for your marriage license - write this down as you will need it when you go to the court house. Sometimes it is difficult to reach someone over the phone- don't be discouraged! Let us know if you aren't able to get through.

When you call, also verify if you will be picking up the license on a Sunday, government holiday, or a Virgin Island's holiday (we recognize many different holidays here!). If so, ask for special instructions as a \$150 fee and/or special pickup hours may apply.

St. Thomas Courthouse Trip

Once you arrive on St. Thomas, a quick trip to the courthouse is required to pick up your marriage license in person- both bride and groom will need to appear. You will need a govt. issued photo ID for your appearance before the clerk (driver's license or passport). Have your reference # on hand and again, remember to say "good morning" or "good afternoon" before getting into business. Please dress conservatively! No flip flops, exposed shoulders, bathing suits, short-shorts, etc. (Don't forget this part- they will turn you away if dressed 'inappropriately').

The courts are open Monday-Friday, 8am to 5pm

Saturday, 10am to noon. – call to verify

Sunday, 9:30am to 11am. – call for special appt.

(An extra \$150 charge may apply to Sundays or Holidays)

Here is our best estimate for the government holidays recognized in the USVI:

2013 Holiday Schedule

New Year's Day	January 1st	Closed
Martin Luther King Day	January 21st	9:30am-11:30am + \$150
Presidents Day	February 18th	9:30am-11:30am + \$150
Holy Thursday	March 28th	9:30am-11:30am + \$150
Good Friday	March 29th	Closed
Transfer Day	March 31st	9:30am-11:30am + \$150
Easter Monday	April 1st	9:30am-11:30am + \$150
Fair Day	April 24th	8am – 12noon
J'Ouvert	April 25th	8am – 12noon
Children's Parade	April 26th	Closed
Adult's Parade	April 27th	Closed
Memorial Day	May 27th	Closed
Emancipation Day	July 3rd	Closed
Independence Day	July 4th	Closed
Labor Day	September 1st	Closed
Columbus Day	October 14th	9:30am-11:30am + \$150
D. Hamilton Jackson Day	November 1st	9:30am-11:30am + \$150
Veterans Day	November 11th	Closed
Thanksgiving Day	November 28th	Closed
Thanksgiving Friday	November 29th	Closed
Christmas Eve	December 24th	8am – 12noon
Christmas Day	December 25th	Closed
Boxing Day	December 26th	9:30am-11:30am + \$150
New Year's Eve	December 31st	8am – 12noon

Filing the License after your Wedding

After you receive your license from the court house, you can legally get married! Following the ceremony, your minister and two witnesses will sign several copies of the license. One copy of the signed papers needs to be returned to the court house to receive the official stamp/seal. Bolongo's minister will do this for you, so you don't need to make another trip, but it will take approximately one month to get your final paperwork in the mail.

If you will need your official license immediately, for name changing purposes, insurance, etc., you may go back to the court house yourself to get the final paperwork.

Please let us know if you have any questions about this process!

(Application must be typed)

No. _____

APPLICATION FOR MARRIAGE LICENSE

We _____ of _____
(Permanent Residence)
and _____ of _____
(Permanent Residence)

do hereby apply for and request that a marriage license be granted us to enter into marriage in _____, Virgin Islands, and we do further respectfully represent that the following statements are true and correct.

Party 1

Party 2

Full Name _____

SS No. _____ Sex _____

_____ Sex _____

Date of Birth _____

Place of Birth _____

Nationality _____

Usual Residence _____

Previous Marital Status _____

Related to other Applicant? _____

In what degree? _____

Parents/Guardians:
Present Name _____

Maiden Name _____

Place of Birth _____

Signature _____

PLEASE CHECK THIS BOX IF YOU ARE REQUESTING EXEMPTION TO THE EIGHT-DAY POSTING REQUIREMENT EXPLAINED IN THE ATTACHED MARRIAGE INFORMATION FACT SHEET.

THE COURT, HAVING REVIEWED THIS APPLICATION FOR MARRIAGE LICENSE, DETERMINES THAT SPECIAL CIRCUMSTANCES EXIST TO ISSUE A LICENSE WITHOUT THE POSTING REQUIRED BY TITLE 16 SECTION 38 OF THE VIRGIN ISLANDS CODE.

WE ARE REQUESTING EXEMPTION BECAUSE OF THE FOLLOWING SPECIAL CIRCUMSTANCES:

JUDGE

Subscribed and sworn to by each of the parties this _____ day of _____
License issued this _____ day of _____
Filed this _____ of _____

Estrella H. George
Acting Clerk of the Court
By: _____
Deputy Clerk

VIRGIN ISLANDS OF THE UNITED STATES
LICENSE AND CERTIFICATE OF MARRIAGE

Please
Type

FOR
INSTRUCTIONS
SEE
HANDBOOK

LICENSE NUMBER

STATE FILE NUMBER

	1. PARTY 1'S NAME (First, Middle, Last)	1b. Former Surname (if different)	2. AGE LAST BIRTHDAY	SEX
	3a. RESIDENCE-CITY, TOWN, OR LOCATION		3b. COUNTY OR ISLAND	
PARTY 1	3c. STATE	4a. BIRTHPLACE (State or Foreign Country)	4b. DATE OF BIRTH (Mo., Day, Yr.)	5. SOC. SEC. NO.
	6a. FATHER'S NAME (First, Middle, Last)	6b. BIRTHPLACE (State or Foreign Country)	7a. MOTHER'S NAME (First, Middle, Maiden Surname)	7b. BIRTHPLACE (State or Foreign Country)
	Ea. PARTY 2'S NAME (First, Middle, Last)		8b. FORMER SURNAME (if different)	9. AGE LAST BIRTHDAY
	10a. RESIDENCE-CITY, TOWN, OR LOCATION		1 Ob. COUNTY OR ISLAND	
PARTY 2	10c. STATE	11 a. BIRTHPLACE (State or Foreign Country)	11 b. DATE OF BIRTH (Mo., Day, Yr.)	12. SOC. SEC. NO.
	13a. FATHER'S NAME (First, Middle Last)	13b. BIRTHPLACE (State or Foreign Country)	14a. MOTHER'S NAME (First, Middle Maiden Surname)	14b. BIRTHPLACE (State or Foreign Country)
SIGNATURE	WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE.			
	15. PARTY 1'S SIGNATURE		16. PARTY 2'S SIGNATURE	
LICENSE TO MARRY	This License Authorizes the Marriage in This Territory of the Parties Named Above by any Person Duly Authorized to Perform a Marriage Ceremony under the Laws of the United States of the Virgin Islands.			17. EXPIRATION DATE (Month, Day, Year)
	18. SUBSCRIBED TO AND SWORN TO BEFORE ME ON: (Month, Day, Year)	19. SIGNATURE OF ISSUING OFFICIAL		20. TITLE OF ISSUING OFFICIAL
	21. I CERTIFY THAT THE ABOVE NAMED PERSONS WERE MARRIED ON: (Month, Day, Year)	22a. WHERE MARRIED-CITY, TOWN, OR LOCATION		22b. ISLAND
CEREMONY	23a. SIGNATURE OF PERSON PERFORMING CEREMONY		23b. NAME (Type/Print)	23c. TITLE
	23d. ADDRESS OF PERSON PERFORMING CEREMONY (Street and Number or Rural Route Number, City or Town, State, Zip Code)			
	24a. SIGNATURE OF WITNESS TO CEREMONY		24b. SIGNATURE OF WITNESS TO CEREMONY	
LOCAL OFFICIAL	5. SIGNATURE OF COURT REGISTRATION OFFICIAL			26. DATE FILED BY COURT (Month, Day, Year)

CONFIDENTIAL INFORMATION. THE INFORMATION BELOW WILL NOT APPEAR ON CERTIFIED COPIES OF THE RECORD.

	27. NUMBER OF THIS MARRIAGE - First, Second, etc. (Specify below)	28. IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED		29. RACE-American Indian, Black, White, etc. (Specify below)	30. EDUCATION (Specify only highest grade completed)	
		By Death, Divorce, Dissolution, or Annulment (Specify below)	Date (Month, Day, Year)		Elementary / Secondary (0-12)	College (1-4 or 5 +)
PARTY 1		28a.	28b.	29a.	30a.	
PARTY 2	27b.	28c.	28d.	29b.	30b.	